

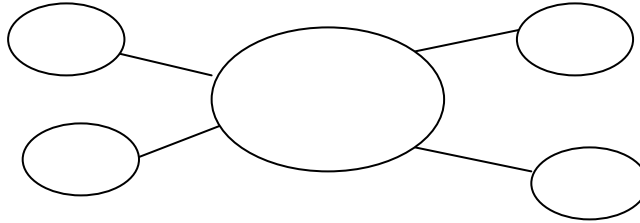
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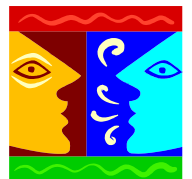


FRIENDLY LETTER ORGANIZING AND PLANNING

1. Make an idea web. Draw or write the main topic and some details.



2. Role-play being the letter writer and the letter recipient.



3. Ask your partner to create a list of questions to answer in the letter.



4. Use the questions to plan what to say in your letter.



5. Decide on the topic you would like to write about.